



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

DAPE-MPE-PD

30 January 2007

MEMORANDUM FOR PRESIDENT AND MEMBERS OF THE BOARD

SUBJECT: Memorandum of Instruction (MOI) for the FY07 Sergeant First Class (SFC) Promotion Selection Board

1. Authority: In accordance with AR 600-8-19, Chapter 4, this selection board is appointed to consider noncommissioned officers (NCO) for promotion to Sergeant First Class (SFC).
2. Membership: You have been selected to serve on this board because the Army has confidence in your ability to recognize those NCOs who will make the greatest contribution as Army leaders in the years ahead. Bear in mind the serious nature of board duty and your obligation to ensure these proceedings remain above reproach at all times. The oath you will take obliges you to ensure all eligible NCOs are considered without prejudice. You will adhere to that oath and to all governing laws, directives, regulations, written administrative instructions regarding board procedures, and these instructions in selecting NCOs who meet the needs of the Army as outlined here. Your failure to do so may be cause to remove you from this board. This is your charter.
3. General:
 - a. This board will convene at the Soldier Record Data Center (formerly the U.S. Army Enlisted Records and Evaluation Center), Indianapolis, Indiana, on 30 January 2007, or on call. Enclosure 1 specifies the required oaths.
 - b. On 13 November 2002, the Deputy Chief of Staff, G-1 (DCS, G-1), approved Annex E (Personnel) to the Army Mobilization Operations and Execution System (AMOPES) revision. Paragraph 1c(1)(c), TAB E (Personnel Service Support for Sustainment of the Force) to APPENDIX 2 (Military Personnel Management) to Annex E, states the Qualitative Management Program (QMP) will be suspended under contingency operations or OPLAN execution under partial mobilization. Per that directive, as a result of the current contingency operations, Soldiers will not be considered for QMP by this board.
 - c. Due to the implementation of "Stop Loss," Soldiers who would normally be ineligible for consideration due to their Retention Control Point (RCP), Basic Active Service Date (BASD) is earlier than 1 February 1986, and who are impacted by unit Stop Loss, will be eligible for promotion consideration, provided they are otherwise eligible. Soldiers impacted by Stop Loss with previously approved retirements will be considered fully eligible for consideration (provided otherwise eligible).

4. Zones of Consideration:

a. For Promotion Consideration: All Basic Noncommissioned Officer Course (BNCOC) qualified (or with a waiver) Staff Sergeant (SSG) with Dates of Rank (DOR) of 1 February 2005 and earlier and with a BASD on or between 1 February 1986 (unless impacted by "Stop Loss") and 31 January 2001 (both dates inclusive).

(1) Primary Zone (PZ): SSG with DOR of 1 February 2004 and earlier.

(2) Secondary Zone (SZ): SSG with DOR of 2 February 2004 thru 1 February 2005.

b. Eligibility Criteria: Those SSG in the following categories will not be considered:

(1) who have an approved retirement (unless Soldier is impacted by "Stop Loss/Stop Move"). Soldiers in this category will not gain eligibility for consideration by withdrawing their application after the convene date of the board.

(2) who have an approved Department of the Army (DA) Directed Denial of Continued Service.

(3) who have an approved local bar to reenlistment.

(4) who have not completed BNCOC (except those with waivers mentioned in paragraph 5e will be considered).

(5) who have signed a Declination of Continued Service Statement (DCSS).

(6) who do not possess a high school diploma, GED equivalent, or higher.

(7) who are special bands persons as defined in AR 600-8-19, Chapter 8.

(8) who are ineligible to reenlist due to courts-martial conviction, confinement, or AWOL.

(9) who have reached their RCP (unless the Soldier is impacted by "Stop Loss").

(10) who are assigned to the U.S. Army Marksmanship Unit (USAMU).

(11) who have submitted a declination of consideration statement for this board.

5. Method and Number to be Selected:

a. The board's mission includes:

(1) Promotions to SFC: Select the best qualified SSGs in the zone of consideration by Military Occupational Specialty (MOS), for promotion to SFC.

(2) Enlisted Standby Advisory Board (STAB): Review cases for removal from existing centralized promotion lists, for promotion reconsideration, and for initial promotion

consideration. Only selected members of the board will sit on the STAB. The STAB will be governed by separate MOI.

b. The board will be organized into 11 separate panels by Career Management Fields (CMF). Consideration for promotion will be by MOS.

c. The best qualified NCOs in each MOS will be recommended for promotion selection to SFC IAW the needs of the Army.

d. Before the board can determine whether an NCO is among the best qualified for selection, it must first determine which NCOs are fully qualified for promotion to SFC. Consideration must be accomplished with complete objectivity with the good of the service and the needs of the Army of primary importance. The selection board will be provided the performance portion of the Official Military Personnel File (OMPF) of all eligible NCOs and may also be provided disciplinary data from the restricted portion of the OMPF IAW ODCS, G-1, memorandum dated 3 February 2004.

e. There will be a number of SSGs in the eligibility zone that have not completed BNCOC. Under ordinary circumstances, these NCOs would not be eligible for promotion consideration. However, due to the Army's operational environment some Soldiers were either removed from BNCOC or not allowed to attend. Had they not been affected by the operational environment, they would have potentially been graduates and fully eligible for promotion consideration. This group of NCOs will be identified by HQDA and granted eligibility waivers for NCOES. Thus, they are eligible for consideration.

f. The number of Soldiers to be promoted by MOS will be provided to the board members after the voting phase.

6. Career Field and Skill Selection Requirements. N/A

7. Guidance. See Enclosure 2.

8. Additional Guidance:

a. Evaluations: Complete-the-record NCO evaluation reports (NCOER) are optional and authorized only for SSGs competing for SFC. They may be submitted only for NCOs who have completed at least three months under the same rater as of 30 November 2006 and have not received a previous NCOER for the current duty position.

(1) All complete-the-record NCOERs will contain the following entry for type of report in part I, block G, 09, CTR/FY07/SFC. Ending month of NCOER will be 30 November 2006. NCOERs will not be signed prior to 1 December 2006. Absence of such an NCOER is not a basis for STAB reconsideration. NCOERs or copies submitted directly to the board by an NCO will not be accepted and/or referred to the board. Reports must arrive no later than 12 January 2007.

(2) Commanders are reminded that the 60-day option NCOER is authorized upon request for NCOs deployed in the contingency area of operations. These NCOERs will be prepared per AR 623- 3, paragraph 3-62. Soldiers in the zone of consideration for promotion to SFC who do

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not qualify for complete-the-record NCOER (minimum 90 rated days) may qualify for the 60-day option NCOER (minimum 60 rated days). Reports must arrive no later than 12 January 2007.

b. Reports: The following reports will be prepared prior to board recess:

(1) After-Action Reports (2): Both reports are prepared by the Board President (assisted by administrative personnel). The first report will cover issues and recommendations of interest to the Army, DCS, G-1. The second report will cover issues and recommendations to provide feedback to Soldiers in the field.

(2) CMF Review and Analysis (R&A): Prepared by the panel chiefs for each CMF, reviewed by their panels, and dispatched to Headquarters, Training and Doctrine Command (ATTN: ATTG-P), and the Commander, U.S. Army Human Resources Command.

9. Special Charge to the Board Membership:

a. You are charged with the task of selecting the NCO leadership of the Army. This MOI provides ample guidance for you to accomplish this mission. In the end, however, the future of the Army rests on your collective judgment.

b. Recommendations of the selection board will be marked "FOR OFFICIAL USE ONLY" and will be so considered until the final recommended list is announced by DA.

c. Board membership will not be released until after the final recommended list is announced by DA.

d. After the board has been adjourned by the DCS, G-1, or his designated representative, members are encouraged to familiarize officers and NCOs with the selection board procedures. In this regard, the DA Secretariat will provide you a standard briefing. The "FOR OFFICIAL USE ONLY" protective marking of this MOI and enclosures are canceled after the final recommended list is approved and publicly announced by DA.

e. Specific statistical analyses or details of the board proceedings pertaining to selection or non-selection of individual Soldiers, whether recorded or unrecorded, will not be disclosed for any reason.

f. The board will not adjourn until authorized to do so by the DCS, G-1, or his designated representative.

10. Equal Opportunity:

a. The success of today's Army comes from total commitment to the ideals of freedom, fairness, and human dignity upon which our country was founded. People remain the cornerstone of readiness. To this end, equal opportunity for all Soldiers is the only acceptable standard for our Army. This principle applies to every aspect of career development and utilization in our Army, but is especially important to demonstrate in the selection process. To the extent each board demonstrates that race, ethnic background, and gender are not impediments to selection for school, command, and promotion, our Soldiers will have a clear perception of equal opportunity in the selection process. The diverse backgrounds, ideas, and

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insights offered by Soldiers and citizens of all races and of both genders are a great source of strength for our Nation and our Army. We can best ensure this source of strength endures by your strict avoidance of consideration of any factors other than merit and ability as specified elsewhere in this MOI in the selection of Soldiers for promotion and other favorable personnel actions.

b. You must be alert to the possibility of past personal or institutional discrimination --whether intentional or inadvertent -- in the assignment patterns, evaluations, or professional development of all NCOs. Such discrimination may be unintentional, not motivated by malice, bigotry, or prejudice, and may have been the result of past service utilization practices. Indicators of discrimination may include disproportionately lower evaluation reports; assignments of lesser importance or responsibility; lack of opportunity to attend career-building military schools; gratuitous mention of race, ethnicity, or gender; or mention of an NCO's organizational or institutional affiliations unrelated to duty performance and potential. Take these factors into consideration in assessing the degree to which an NCO's record, as a whole, is an accurate reflection, free of bias, of that NCO's performance potential. The foregoing guidance shall not be interpreted as requiring or authorizing you to extend any preference of any sort to any NCO or group of NCOs on the basis of race, ethnicity, or gender.

11. Thank you for your service as a member of this board. Your decisions will have a lasting effect on the Army. Our Soldiers and Army civilians deserve leaders who are competent in their duties and who treat them with dignity, respect, and fairness at all times. This ethic is essential to a cohesive and disciplined Army. Just as you have been charged to make your selection without prejudice or partiality, so also must you select NCOs who adhere to these principles if we are to sustain an Army that can win our Nation's wars. I have great confidence in your ability to carry out this important responsibility.

BY ORDER OF THE SECRETARY OF THE ARMY:

4 Enclosures

1. Admin Instructions
2. Board Guidance
3. Board Membership (TBP)
4. Select Objectives (TBP)



GINA S. FARRISEE
Brigadier General, GS
Director of Military
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